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| Date: | 30th October 2012 |
| Time: | 3pm-4pm |
| Venue: | SISS level 5 |
| Attendees: | Kevin, Jenzus, Boon Kheng, Sherrie, Jervenne, Wai Mun |
| Agenda: | 1. User interface 2. Development 3. User testing 4. Change management |
| Others: | To be confirmed |

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| **Issues Raised** |
| 1. User interface  * Integration problems/constraints – redering of UI * Stick to twitter bootstrap as much as possible. Minor changes to make it look as aesthetically pleasing as possible * We if want to change the template, research as to me done |
| 1. Development  * Clarify the following during client meeting later * NPO has one cause or multiple causes? * Area of expertise from volunteers * Registration from NPO * Deadline * Currently, registration, profile and questions split by 3 people * By first week of school: user testing concurrent with development * Task is priority so that we can do testing and get feedback |
| 1. User testing  * Kevin showed the high level view with his powerpoint * Discuss with peter with regards to the resources for testing |
| 1. Change management  * Briefed the whole team regarding the process * Bring up the change management process to Prof |

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| **Decisions made** |
| * User interface to be done by Kevin and Wai Mun but stick to twitter bootstrap as much as possible * First week of school: user testing concurrent with development (task is priority) * Highlight to peter the resources required for testing, resources to be provided by Peter. |

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| **Changes to be done** | **Done by** |
| * Additional field to be added to the change management | Sherrie |
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